



PROMOTION and REASSIGNMENT OPPORTUNITIES

VARO & OPC, Manila, Philippines

ANNOUNCEMENT NO.: [2011-08](#)

POSITION : **Staff Nurse (Nurse Manager),
LS-0610-9/11, Target 11
(1 Full-Time position)**

LOCATION : Professional Services Division
Regional Office & Outpatient Clinic

SALARY RANGE : P 557,529 to P 1,463,235 per annum

OPENING DATE : March 30, 2011

CLOSING DATE : April 13, 2011

AREA OF CONSIDERATION : **To All Interested Candidates**

MAJOR DUTIES AND RESPONSIBILITIES

Plans, organize, directs, coordinates and evaluates the Nursing Service for the VA Outpatient Clinic. Directly accountable to the Chief Medical Officer for professional performance and management of the nursing department. As such, demonstrates competency in the clinical practice area through utilization of the nursing process; collaborates with administration in formulating departmental policies and procedures and for developing and implementing an effective, comprehensive Quality Assurance program for the service; supervises, directs and evaluates the performance of seven Locally Employed Staff (LES) staff nurses in providing safe and effective care; adheres to universally accepted nursing practices & principles; participates in developing and implementing patient, staff and employee teaching programs and conducts service meetings and/or conferences with staff members; maintains confidentiality of patient and employee information; and demonstrates ability to work effectively with the treatment team and ancillary staff both clinical and administrative. This position is designated as the Utilization Review Coordinator and as such monitors the treatment and management for care standards and optimum length of stay of all inpatient admissions at fee-basis hospitals whether they are done on a scheduled or reimbursement basis.

QUALIFICATION REQUIREMENTS

- The applicant must have a two full years of progressively higher level of graduate education or a master's degree or equivalent degree or minimum of one year specialized experience at LS-7 to qualify for LS-9. To qualify for LS-11, the applicant must have a minimum of one year specialized experience at LS-9 or three full years of progressively higher level graduate education or completion of all requirements for a doctoral degree (Ph.D. or equivalent). Specialized experience is defined as experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position.
- Graduate of an accredited school of Professional Nursing.
- Current and active registration to practice as a Professional Nurse.
- Minimum of three (3) years successful professional nursing experience.
- Educational preparation at the postgraduate level in nursing or a related field is preferable.
- No record of derogatory information or unfavorable conduct which casts doubt on the member's trustworthiness and honesty.
- Knowledge of computer operation is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: *Candidates will be required to address the following KSAs during the selection/interview process:*
(RATING FACTORS ARE USED DURING THE SELECTION PROCESS ONLY!)

Factor 1: Managerial/Supervisory skills for the successful operation and continuous improvement of a nursing unit in an outpatient clinic environment.

Factor 2: Skill and competency in the clinical practice area. Good knowledge of a broad range of patient care activities in an ambulatory care setting.

Factor 3: Knowledge of Veteran's Health Administration (VHA) policies and procedures.

Factor 4: Skill in operating various computer applications.

Factor 5: Skill in oral and written communication at various levels of an organization.

HOW TO APPLY

Applicants must submit the following documents:

1. An Optional Form (OF) 612 or a resume. If a resume is used, it must contain all information required in the OF-612. Any other documentation (copies of diploma, transcript of records, licenses, copy of awards) that addresses the qualification requirements of the position as listed above.
2. Covering letter, which describes the applicants' eligibility and qualification and knowledge, skills and abilities that the applicants possess.
3. VA Form 5-4078, Application for Promotion or Reassignment, indicating the position series and lowest grade level for which you wish to be considered (for VA Manila and Manila Mission employees only);
4. VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion **or** a copy of last performance evaluation (for VA Manila and Manila Mission employees only).
5. Applications should be addressed and mailed to U.S. Department of Veterans Affairs Human Resources, Room 3E09 1501 Roxas Boulevard 1302 Pasay City, Philippines or E-mail: HRM.VBAMPI@va.gov (please send as Word/PDF attachment). Walk-in applications (except for VA Manila and Manila Mission employees), telefaxed applications will not be accepted. For more information pertaining to this announcement, please call 550-3970.
6. Applications must be received and stamped in by the Human Resource office no later than 4:30 p.m. on the closing date, **April 13, 2011.**

Application forms are available at <http://www.opm.gov/forms/> and at <http://www.va.gov/vaforms/>.

SELECTION PROCESS

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. U.S. citizen applicants must attach a copy of their Alien Certificate of Registration, Immigrant Certificate of Residence or a Certificate of recognition as a dual citizen to be considered eligible for the position.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of Veterans Affairs is an equal opportunity employer. Actions to fill this position will not be based on discriminatory factors that are prohibited by law. Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employing organization, personal favoritism or other non-merit factors.

/s/

NICK PAMPERIN

Assistant Director